

## **GLOBAL CENTRE FOR PLURALISM**

### **Program Officer, Education Program**

**Position:** Program Officer

**Term duration:** Permanent

**Location:** Ottawa, Ontario

**Application deadline:** March 27, 2023 at midnight

**Salary (yearly):** \$60,000

**Benefits:** Comprehensive health and dental coverage; paid sick and personal leave days; generous paid vacation leave; RRSP contribution after 1 year of employment; parental leave top-up after 1 year of employment; relocation allowance, where applicable.

### **About the Centre**

The [Global Centre for Pluralism](#) is an independent, charitable organization founded by His Highness the Aga Khan and the Government of Canada.

By joining the Centre, you will become a member of a committed staff that values collaboration and creativity, and deeply cares about the work we do. At the Centre, we believe that societies thrive when differences are valued. Our mission is to influence perspectives, inform policies and inspire pathways to advance pluralism.

Our work supports societies looking to address injustice, inequality and exclusion, while remaining grounded in the contexts and lived experiences of each place. We work with policy leaders, educators, and community builders around the world to amplify and implement the transformative power of pluralism.

We are fortunate to work in a beautifully restored, spacious heritage building in downtown Ottawa at 330 Sussex Drive. Currently, we are taking a flexible, hybrid approach to work, with options to accommodate a mix of in-person and remote work.

### **Our principles**

We aim to embody pluralism in who we are and everything we do. We are creative and courageous, highly professional with a commitment to quality. We remain accountable by keeping our work grounded in learning and collaboration. We choose to own the discomfort and tensions inherent to our work. We focus on achieving transformational results.

## **About the Education Program**

We believe that education is critical to building inclusive societies that are resilient to fear and hate. Grounded in the belief that schools can be incubators for truly pluralistic societies, the Global Centre's Education Program supports educators and educational leaders to advance pluralism within the classroom and throughout education systems. Through provision of professional development opportunities, tools and resources, the Education Program seeks to complement, assist, and/or collaborate with educational institutions and leaders to advance pluralism in their contexts.

## **About the position**

Reporting to the Senior Manager, Education, and working closely with various stakeholders, the Program Officer will contribute to a set of shared responsibilities for the Education program.

## **Role and responsibilities**

The Program Officer will contribute to the Education program, through the following:

- Producing a variety of knowledge products and activities for diverse audiences, drawing from multiple sources. This may include generating material for public education initiatives and creating resources for education professionals.
- Delivering presentations, training sessions, and facilitating workshops and dialogue activities for a wide range of audiences in the education sector, in person and online.
- Managing projects and contracts and monitoring deliverables for the development and implementation of program activities, in collaboration with various stakeholders and partners.
- Building and maintaining relationships and partnerships with stakeholders and organizations in Canada and internationally, as required.
- Providing support in preparing funding proposals and concept papers, implementing program monitoring and evaluation activities, including preparing reports and updates, and overseeing budgets and updating financial reports, collaborating with financial staff to ensure compliance and good governance.
- Liaising with the Centre's communications team to coordinate the Education Program's website needs and contributing to website content management to optimize engagement of a wide range of external stakeholders and audiences.
- Performing other related duties, as may be assigned from time to time.

The Program Officer may also provide effective and efficient project support in inter-program initiatives, as requested, and assist with events.

## **Skills and experience**

The ideal candidate will have:

- A Master's level degree (or a combination of training and experience related to the position)
- Previous experience in a school setting, an applied knowledge organization or NGO focusing on education.
- Demonstrated track record in working across cultures and contexts using an anti-racist and anti-oppressive critical lens / approach, including significant working or lived experience in international contexts.
- Ability to travel internationally, including to developing countries

## **Knowledge and technical skills**

- Experience offering training and facilitation both in-person and online to education and/or non-education practitioners.
- Experience in development of practitioner-focused resources for public education or to be used in the education sector (for ex.: written publications, workshops, videos, webinars, social media campaigns).
- Demonstrated abilities in project management, budget analysis and related good governance principles.
- Sound knowledge of issues, principles and practices in equity and belonging in education as related to various aspects of in/visible diversity and of intersectionality.
- Experience in researching special issues, synthesizing information, and providing guidance on options for consideration.
- Fluency in English and in French, with ability to communicate effectively orally and in writing. Proficiency in Spanish an asset.

## **Behavioural skills**

- Ability to work independently as well as excellent teamwork competencies including the ability to work effectively with people in a wide variety of cultural and social contexts.
- Well-developed time management and organizational skills, including attention to detail and multitasking skills.
- Strong communication skills, including keeping others informed.
- Excellent interpersonal skills, including discretion and professionalism, oriented to building strong working relationships and positive work environments.
- Curiosity, pro-active challenge anticipation, strong problem-solving skills, flexibility and adaptability.
- Lifelong learner who values giving and receiving feedback and embraces continuous improvement and innovation.

## **Application process**

Applications may be submitted via email to [careers@pluralism.ca](mailto:careers@pluralism.ca) with the subject line “Program Officer, Education”. Each applicant should include a cover letter and a resume highlighting relevant experience.

In the spirit of equity and fairness to all applicants, it is our policy to refrain from pre-interview queries.

**Closing date for applications is March 27, 2023 at midnight. Candidates must be eligible to work in Canada. Please note that only shortlisted candidates will be contacted.**

*At the Global Centre for Pluralism, we aim to embody respect for diversity in who we are and everything we do. We encourage people from diverse backgrounds to apply, because we believe this diversity makes the Centre and our work richer. We are an equal opportunity employer, and do not discriminate on the basis of race, colour, indigeneity, religion, sex or gender identification or expression, age, disabilities, or citizenship. We also welcome applicants to self-identify in their cover letter, if they wish to do so.*

*The Centre is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). Should you require any accommodations at any point during the application and hiring process, please contact [careers@pluralism.ca](mailto:careers@pluralism.ca). Information related to accommodation will be treated as confidential.*